

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
30 September 2024**

Report of the Directors for the year ending 30 September 2024

The Directors present their report together with the financial statements of the Charity for the year ended 30 September 2023

Reference and Administrative Details

Company Number	6845305
Charity Number	1131804
Principal Office	80 East End Road London N3 2SY
Independent Examiner	Alexander Chrysostomou 24A Aldermans Hill, Palmers Green, London N13 4PN
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Investec Bank plc 4 Gresham Street London EC2V 7QP Santander UK plc 100 Ludgate Hill London EC4M 7RE

Elected Directors

The directors serving during the year and since the year end were as follows:-

Gary Hommel	Appointed 8 th July 2021
Jonathan Grunwald	Appointed 2 nd August 2021
Deborah Lewis	Appointed 17 th January 2023
Ron Finlay (Chair)	Appointed 24 th May 2023 (Resigned 21 st March 2025)
Katie Bragoli	Appointed 13 th March 2024
Saral Markanday	Appointed 6 th February 2024

Course Director	T Simmonds
Manager	A.Moss

Structure Governance and Management

Governing Document and Financial Statements

The Manor House Centre for Psychotherapy and Counselling (MHCP) is a company limited by guarantee and a charity registered with the Charity Commission. The company was incorporated on 12 March 2009.

The Directors of the company are also the Trustees of the charity. For the purposes of this report the term Directors also includes the term Trustees.

Recruitment and Appointment of Directors

Directors are appointed to the Board in accordance with the Articles of Association.

Directors Induction and Training

On appointment, Directors are given an in depth briefing on the objectives of the Charity, how it seeks to fulfil its objectives, and the duties and responsibilities of Directors.

Organisation

The Course Director and Board of Management are appointed by the Directors to manage the day to day operations of the Charity including finance, employment and course management.

Risk Management

The Directors regularly review the major risks that face the Charity and are of the opinion that based on current student numbers and level of reserves held, combined with the continual review of the controls over financial systems, sufficient resources are available in the event of adverse conditions. The Directors regularly examine other operational risks faced by the Charity and continue to improve established systems to mitigate or avoid any significant risks.

Objectives and Activities

The MHCP was established to provide or facilitate education and training in psychotherapy and counselling and the relief of individuals suffering from emotional difficulties by the provision of an affordable counselling service through its Counselling Referral Service (CRS). Initial referrals are made by both the NHS and from mental health organisations. Patients may also self-refer.

Each individual referred to the CRS undergoes an in-depth assessment with an experienced psychotherapist. The applicant's emotional resources are carefully considered, and their financial resources are assessed and taken into account prior to their being referred to a suitable therapist. The CRS is able to offer low-cost, on-going psychodynamic counselling, making referrals to both experienced graduates of the training programme and second and third-year Diploma Course students, who are carefully supervised in preparation for completion of the qualifying Diploma Course.

This has enabled the MHCP to develop the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. This ensures that the needs of the patients are addressed, the standards of the MHCP are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled.

Patients are informed at the assessment stage if they are to be referred to a student and the referral is made only with the patient's agreement. Referrals continue to be made to graduates and other experienced therapists when deemed appropriate and the acceptance of a referral incurs a fee paid to the CRS. This financially supports those who are unable to pay anything more than a very low fee. However, as the demand and need for low cost, open ended, psychodynamic counselling increases alongside a growing pressure to provide free at source counselling, the MHCP is aware of the need to raise funds to support the CRS.

The MHCP continues to offer a one-year part-time Certificate in Counselling Skills Course and a three-year part-time Diploma in Psychodynamic Counselling and Therapy in the Community. The Diploma Course is accredited by the British Psychoanalytic Council (BPC), and the British Association for Psychotherapy and Counselling (BACP). Further to the MHCP becoming an BPC Member Institution (MI) within its own right, a Diploma in Psychodynamic Psychotherapy has been developed for the academic year 2025/26.

The MHCP also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and

offers an Annual Lecture which is open to the public. The CPD programme offers workshops and seminars both in-person and online.

Graduates of the Diploma Course are now working as counsellors in the community, in private practice, third sector organisations, in hospitals, universities, mental health agencies and GP surgeries as well as within the CRS.

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work. As mentioned above, a course to enable students to progress from the title 'Psychodynamic Counsellor' to 'Psychodynamic Psychotherapist' has been developed in close consultation with the BPC and the Diploma in Psychodynamic Psychotherapy (DPP) will commence in September 2025.

The MHCP has been reaccredited with the British Psychoanalytic Council (BPC) and has become a Member Institute (MI) within its own right. Rather than a renewal every five years, BACP has changed its reaccreditation format so that accredited courses must now submit an 'Annual Rolling Review' (ARR). This year's ARR was submitted ahead of the deadline and the MHCP awaits the BACP's response.

The MHCP continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, coordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. An Alumni Network was formed in 2023 and has contributed to the development of the organisation.

A manageable and realistic development of the CRS is an ongoing project from the MHCP and we recognise the requirement for fundraising to achieve this. The MHCP continues to provide a low-cost counselling service for the local community while ensuring this operates with a stable structure and remains financially viable. Following a period of stabilisation, steps are being taken to increase the capacity of the CRS again.

Since the accounting year end, following external advice on the employment status of three individuals who had been working with the MHCP on a self-employed basis, it was agreed to operate these individuals as employees. This has since been resolved and HMRC and the Charity Commission have been notified per external advice.

Achievements and Performance

The MHCP continues to provide a comprehensive training programme for student counsellors ensuring, at all times, adherence to the BACP Ethical Framework for the Counselling Professions, and the BPC Code of Ethics.

It also has an established Counselling Referral Service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is regularly referred to by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open-ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCP has built on its good reputation and sound, well respected training programme by:

- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the Borough of Barnet which currently has limited provisions for this

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- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCP with both the BACP and the BPC;
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need;
- Ensuring the future of the MHCP as an organisation committed to providing education and training in psychotherapy and counselling; and
- Developing the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, thus providing for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

Report of the Directors for the year ending 30 September 2024

Fundraising Performance

This remains an area in need of development and, in response to this, a Fundraising Committee has been formed. The further development and expansion of the existing Training Programme is planned in order to increase funds which in turn will support new projects and provide greater access to the CRS. It has been agreed that the organisation's focus must be on the generation of additional revenue streams, with grants and fundraising playing a supporting role.

As noted above, the MHCP offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community.

Financial Review

Gross income for the year was £248,340 (2023: £213,296).

Expenses for the year amounted to £229,041 (2023: £222,261).

Net funds, as a result, have increased by £19,299.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Santander UK plc.

Reserves Policy

The policy of the MHCP is to hold unrestricted reserves equivalent to six months of monthly core expenditure. This has broadly been achieved in the current year. The majority of the reserves shown in the balance sheet are represented by cash.

Report of the Directors for the year ending 30 September 2024

Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the financial year and of the financial position at the end of the financial year. In preparing these financial statements, the Directors should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in existence.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on 20th May 2025



For the Trustees

Independent examiner's report on the accounts

Report to the trustees of THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2024

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2024, as set out on pages 8 to 13

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

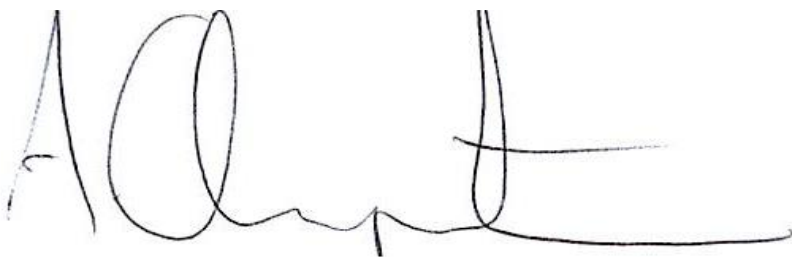
I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect

- ~ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ~ the accounts did not accord with the accounting records; or
- ~ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alexander Associates
24A Aldermans Hill,
Palmers Green,
London N13 4PN



Dated15/05/2025.....

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Statement of Financial Activities (including Income and Expenditure Account) for the year ended 30 September 2024

	Note	General fund £	Restricted funds £	2024 Total £	2,023 Total £
Incoming resources					
Activities for generating funds	2	238,697	0	238,697	209,577
Other income	3	4,887	0	4,887	1,442
Investment income		4,756	0	4,756	2,276
Total incoming resources		248,340	0	248,340	213,296
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	1,352	0	1,352	609
Charitable expenditure	5	224,364	0	224,364	219,670
Governance costs	5	3,325	0	3,325	1,982
Total resources expended		229,041	0	229,041	222,261
Net movement in funds		19,299	0	19,299	-8,965
Total funds brought forward		112,140	0	112,140	121,105
Transfer between funds		0	0	-	
Funds at 30 September 2024		£131,439	£0	£131,439	£112,140

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Balance Sheet as at 30 September 2024

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Balance Sheet as at 30 September 2024

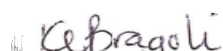
	Note	2024 £	2023 £
Current assets			
Debtors and prepayments	8	84,050	80,769
Cash at bank and in hand		245,292	219,097
		<u>329,342</u>	<u>299,866</u>
Creditors: amounts falling due within one year	9	197,902	187,726
Net current assets		<u>131,439</u>	<u>112,140</u>
Net assets		<u><u>£131,439</u></u>	<u><u>£112,140</u></u>
Unrestricted funds	10	131,439	112,140
Restricted funds	10	0	0
Total funds	11	<u><u>£131,439</u></u>	<u><u>£112,140</u></u>

For the year ended 30 September 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Approved by the Directors on 20th May 2025 and signed on its behalf by



For the Trustees

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005).

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis.

Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of

1.4 Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Activities for generating funds

	2024	2023
	£	£
Fees receivable	208,850	187,476
Assessment income	740	1,270
Counselling	26,417	18,286
Supervision fees	2,690	2,545
	£238,697	£209,577

3 Other income

	£	£
Rental income	4,787	1,415
Interest Received	4,756	2,276
Donations	100	27
	9,643	3,718
	248,340	213,295

4 Cost of generating funds

	£	£
Advertising and publicity	£0	0
Internet site maintenance	1,352	609
	£1,352	£609

5 Charitable expenditure

	Direct costs	Support costs	2024 Total	2023 Total
	£	£	£	£
Courses	103,320	84,930	188,250	185,384
Counselling	13,830	22,284	36,114	34,286
	117,150	107,214	224,364	219,670
Governance	3,325	-	3,325	1,982
	£120,475	£107,214	£227,689	£221,652

Course costs	£	£
Tutors fees and expenses	72,795	73,851
Rent	24,592	22,654
Associate membership	2,070	1,158
Catering and Graduation	1,998	3,728
Other costs	1,865	1,521
	£103,320	£102,912

Counselling	£	£
Supervision and assessment fees	13,830	12,103
	£13,830	£12,103

Governance	£	£
Examiner's fees	485	420
Subscriptions	2,840	1,562
	£3,325	£1,982

Administration and support - Courses	£	£
Administration fees	12,495	12,250
Insurance	752	720
Printing, postage and stationery	12	29
Telephone	2,351	2,145
Bank charges	326	247
Management fees	64,345	60,786
Sundry expenses	3,643	5,516
Bad Debts	1,005	778
	£84,930	£82,471

Administration and support - Counselling	£	£
Administration fees	22,284	22,183
	£22,284	£22,183

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2023: Nil)

8 Debtors and prepayments

	2024 £	2023 £
Debts payable within one year		
Debtors	76,192	73,739
Prepayments and accrued income	7,653	7,030
	£83,845	£80,769

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	10,348	10,192
Accruals and deferred income	187,555	177,534
	£197,902	£187,726

10 Movements in funds

	Bal 1/10/23 £	Resources Incoming £	Outgoing £	Transfers £	Bal 30/09/24 £
Restricted funds:	0	-	-	-	0
Unrestricted funds					
General fund	112,140	248,340	229,041	0	131,439
Total funds	£112,140	£248,340	£229,041	-	£131,439

11 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 30 September 2024 are represented by:			
Current assets	329,342	0	329,342
Less; Creditors: amounts falling due within one year	197,902	-	197,902
Total net assets at 30 September 2024	£131,442	£0	£131,442

12) Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2023

	Note	General fund £	Restricted funds £	2023 Total £
Incoming resources				
Activities for generating funds	2	209,577	0	209,577
Other income	3	1,442	0	1,442
Investment income		2,276	0	2,276
Total incoming resources		213,296	0	213,296
Resources expended				
Costs of generating funds				
Fundraising & publicity	4	609	0	609
Charitable expenditure	5	219,670	0	219,670
Governance costs	5	1,982	0	1,982
Total resources expended		222,261	0	222,261
Net movement in funds		-8,965	0	-8,965
Total funds brought forward		121,105	0	121,105
Transfer between funds		0	0	-
Funds at 30 September 2022		£112,140	£0	112,140

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.